



RESEARCH, EDUCATION, AND ECONOMICS
Agricultural Research Service
VACANCY ANNOUNCEMENT

United States Department of Agriculture

Announcement Type: ALL SOURCES/ALTERNATIVE MERIT PROMOTION

Position Title: Program Support Assistant (Office Automation)

Series/Grade: GS-0303-06

Promotion Potential: GS-06

Salary: \$29,761 - \$38,694 per annum

Type of Appointment: Permanent Full-Time

Location of Position: National Animal Disease Center, Office of Center Director, Ames, IA

Announcement Number: ARS-X4W-0418

Opening Date: September 20, 2004

Closing Date: October 4, 2004

Area of Consideration: All U.S. Citizens In Local Commuting Area of Ames, IA

APPLICATIONS WILL ALSO BE ACCEPTED FROM USDA SURPLUS AND FEDERAL DISPLACED EMPLOYEES IN THE COMMUTING AREA.

DUTIES: The incumbent will provide clerical and administrative support to include responsibility to coordinate, maintain and track management initiatives, projects and implementation plans. Develop and maintain procedures consistent with the mission and objectives of the Center. Assemble information such as preventive maintenance milestones, time and costs for project/service completion, trends associated with planned activities, and customer satisfaction data. Prepare reports and make recommendations for improvements to eliminate conflict, overlap and/or duplication of efforts. Assist supervisor in responding to inquiries and other technical requests from internal and external stakeholders by collecting supporting documentation, interpreting information obtained from staff, and preparing draft responses.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to at least the GS-05 grade level. Specialized experience is that which has equipped the candidates with the following knowledge, skills and abilities:

- 1) Skill in collecting, processing and coordinating a variety of information/projects related to budget, facilities and other administrative services;
- 2) Skill in the use of computer programs such as Microsoft Word, Powerpoint, Excel and Access;
- 3) Ability to plan, organize and prioritize work in a dynamic office environment; and
- 4) Ability to develop and present a variety of information. (i.e., as a point of contact for project management, construction or research facility; or as a member of a multidisciplinary team).

*A fully qualified typist (minimum typing speed of 40 words per minute) is required. All applicants **must** provide certificate of typing proficiency at time of application **OR** self certify typing proficiency in their application. Applicants who do not document typing proficiency will NOT receive further consideration.*

YOUR EXPERIENCE WILL BE EVALUATED AGAINST THE KNOWLEDGE, SKILLS AND ABILITIES (KSAs) AS OUTLINED UNDER SPECIALIZED EXPERIENCE DESCRIBED ABOVE. A SPECIFIC RESPONSE TO THE REQUIREMENTS OUTLINED UNDER SPECIALIZED EXPERIENCE IS HIGHLY RECOMMENDED TO ENSURE ADEQUATE CONSIDERATION IN THE EVALUATION PROCESS.

Time-in-grade restrictions apply for all applicants applying under Alternative Merit Promotion.

APPLICATION INFORMATION

HOW TO APPLY: Send a resume, Curriculum vitae, Optional Application for Federal Employment (OF-612), or SF-171, to the Contact address listed

below. The following information is required to evaluate applicant qualifications and to determine if applicants meet legal requirements for Federal employment:

- Announcement number, title, and grade(s) for the position
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social security number
- Identify country of citizenship (**U.S. citizenship is required**)
- Veterans' Preference (If applicable--see "Veterans' Preference" below for required forms and documentation)
- Highest Federal civilian grade held (if applicable)
- Current Federal employees **must** submit their most recent performance appraisal.
- Current Federal employees and reinstatement eligibles should submit an SF-50, Notification of Personnel Action, to verify competitive eligibility.
- Highest education level achieved. Specify:
 - Name, city, state, zip code (if known)
 - Date or expected date (month/year) of completion of degree requirements
 - Type of degree received
 - Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- Copy of college transcripts or list of college courses (if required under **QUALIFICATIONS** or if applicable to the position).
- Paid and nonpaid work experience related to the position. For each work experience include:
 - Job title
 - Series/grade (if Federal employment)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and address
 - Starting and ending dates
 - Hours per week
 - Salary
 - Indicate if we may contact current supervisor/employer
- Job-related:
 - Training courses (title and year)
 - Skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.)
 - Certificates/licenses (current)
 - Honors, awards, and special accomplishments

OTHER IMPORTANT INFORMATION:

- **All status candidates who wish to be considered under both alternative merit promotion and non-status competitive examining must submit two (2) complete applications. When only one (1) application is received, it will be considered under the alternative merit promotion procedures if the applicant is a current or former Federal employee with reinstatement eligibility.**

- Applicants will be evaluated based on the quality and extent of their experience, education, and accomplishments. This may include factors such as number of credits in directly related subjects, grade point average, relatedness of work experience, and any other evidence of ability to do the work of the position. For current and former Federal employees, the performance evaluation may also be taken into consideration. Please be sure that your application or resume contains all of the information we need to determine if you are well qualified.

- This position is being filled in accordance with the Alternative Merit Promotion system. All merit promotion principles remain in effect.

- **Relocation Expenses:** Payment of relocation expenses will be determined in accordance with P&P 412.5 Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, which may be found at www.afm.ars.usda.gov/divisions/hrd/hrdhomepage/empopp.htm and click on Policy on Payment of Relocation Expenses under General Information.

- **USDA surplus/Federal displaced employees must** submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the knowledge, skills, and abilities or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants **must** submit the following:

- a copy of their RIF Separation Notice (for displaced employees) OR Certification of Expected Separation or other documentation identifying you as surplus;
- evidence of full performance level of current position;
- a copy of their most recent performance appraisal; and
- a copy of their most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

- Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

- **Financial Disclosure.** Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. The incumbent of this position:

- ☐ will be required to submit a financial disclosure report within 30 days of their effective date of appointment and annually thereafter.
- ☒ may be required to submit a financial disclosure report.

- **If applications do not contain all of the requested information, applicants may lose consideration for the job.**

- If applicants make a false statement in any part of their application, they may not be hired; may be fired after they begin work; or may be fined or jailed.

- Applicants will not be notified of the status of their application until a final selection has been made.

- Applications submitted via Government envelopes will not be accepted.

- APPLICATIONS MUST BE

☒ **POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT**

☐ **RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.**

SPECIAL HIRING AUTHORITIES: If you meet the basic eligibility requirements and you are eligible for a noncompetitive appointment (a list of who may be eligible for noncompetitive appointments can be found at www.usajobs.opm.gov/a1.htm, please indicate the type of special appointment you are seeking on your application and follow all other instructions in this announcement. If you do not indicate the type of special appointment you are seeking, you will be considered under competitive procedures. If you wish to be considered under both noncompetitive and competitive procedures, please submit two (2) complete applications.

VETERANS' PREFERENCE: If applicants served on active duty in the United States military and were separated under honorable conditions, they may be eligible for veterans' preference. To claim 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application for 10-Point Veterans Preference, plus the documentation required by that form. For further details, call the U.S. Office of Personnel Management (OPM) at 912-757-3000. Select "Federal Employment Topics" and then "Veterans." Or, dial OPM's electronic bulletin board at 912-757-3100 or visit their VetGuide web site: www.opm.gov/employ/html/vetguide.htm.

EEO STATEMENT: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice or TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202)720-5964 (voice or TDD). **USDA is an equal opportunity provider and employer.**

ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process or have questions/concerns regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact Sue Dixon, ARS, Civil Rights Staff, 202-690-0372 or DC Relay Service: 202-855-1234 (TDD). The decision on granting reasonable accommodation will be on a case-by-case basis.

CONTACT:

For a copy of this vacancy announcement and/or applications forms, call 301-504-1482.

For specific questions regarding this vacancy only, call:
Location Human Resources Assistant: Janae Lentz, 515-663-7277

Human Resources Servicing Specialist: Gloria Snipes, 301-504-1582

Submit applications to:
USDA, Agricultural Research Service
Human Resources Division
ATTN: Western Services Branch, ARS-X4W-0418
5601 Sunnyside Avenue
Beltsville, MD 20705-5106

FAX applications to: 301-504-1535

E-MAIL applications to: scirecruit@ars.usda.gov **(If submitting applications via E-mail, be sure to mail or fax other required documentation such as college transcripts, SF-50, most recent performance appraisal, and/or DD-214/SF-15 separately and include the vacancy announcement number of the position.)**

For employment information and current job opportunities:

INTERNET ADDRESS: www.ars.usda.gov

DIAL-A-VACANCY: 301-504-1482

DC RELAY SERVICE: 202-855-1234 (TDD)